

**(Multi-family)**  
**Inspection Checklist For Rental Properties**  
**City Of West Lafayette, IN**

Date: \_\_\_\_\_  
Inspector Name: \_\_\_\_\_  
Property address: \_\_\_\_\_  
Type of Property: \_\_\_\_\_  
Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**Electrical Panel:**

- ☐ Service amps adequate for usage
- ☐ Properly grounded and in good condition
- ☐ No open circuits in box
- ☐ If fuses – proper sizes
- ☐ Adequate clearance and easy access
- ☐ All equipment installed and maintained to code

**General Electrical:**

- ☐ Covers on switches & outlets
- ☐ Splices to code in covered boxes
- ☐ GFCIs where required & operable
- ☐ Switches, outlets & fixtures operable
- ☐ Minimum 2 spaced outlets in all rooms
- ☐ Adequate light fixtures, with globes as needed
- ☐ Buffer space around lights to combustibles
- ☐ Safe, limited use of extension cords
- ☐ Exterior lines secure & protected
- ☐ All installations maintained to code

**Water Heater:**

- ☐ Gas shut-off valve
- ☐ Proper pop-off valve & drop pipe
- ☐ Vent secured & properly pitched
- ☐ Operable, with no rust holes or leaks
- ☐ Adequate surrounding clearance

**HVAC:**

- ☐ Gas shut-off valve and on/off switch
- ☐ Vent secured & properly pitched
- ☐ Filters are cleaned periodically
- ☐ Operable, provides minimum 68 degrees
- ☐ Adequate surrounding clearance
- ☐ All equipment installed and maintained to code

**Laundry: (if applicable)**

- ☐ Proper dryer vent to exterior with cover
- ☐ Gas shut-off valve, capped if unused

**Sinks, Bathtubs & Showers:**

- ☐ Operable, with hot & cold water
- ☐ Functioning drains with proper traps
- ☐ No leaks or drips
- ☐ Garbage disposal operable if present

**Toilets:**

- ☐ Operating properly
- ☐ No leaks or continuous running

**General Plumbing:**

- ☐ Installed correctly with no leaks
- ☐ Proper venting
- ☐ Functioning drains with proper traps & covers

**Stairways: (if applicable)**

- ☐ Handrails if 4 or more steps
- ☐ Lighted correctly
- ☐ Steps stable, unbroken & of adequate strength

**Windows:**

- ☐ Proper locations & sizes for light & ventilation
  - ☐ Proper for egress and lockable
  - ☐ Snug fit, operable & not broken or cracked
  - ☐ Bathrooms need mechanical or window venting
  - ☐ Screens are present & in good condition
- 
- 
- 

**Rooms**

- ☐ Walls, floors & ceilings intact & maintained  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ No padlocks or interior key locks on doors  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Unobstructed egress within and out of home  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Adequate area & height & proper layout  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Fireplaces, wood stoves operable & maintained  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ No rubbish or garbage accumulation  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Basement bedrooms have egress windows  
☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Bedrooms and bathrooms have privacy doors  
☐ BA 1 ☐ BA 2 ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4
  - ☐ Closet lights away from combustibles, up to code and operable  
☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other
  - ☐ Kitchen floors in good condition
- 
- 
- 
- 
- 

**Exterior Doors:**

- ☐ Proper for egress and lockable
  - ☐ Snug fit, operable & unbroken
- 
- 
- 

**Smoke Detectors: ( in unit)**

- ☐ Smoke detectors installed in correct locations

LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

---

---

---

This is a checklist of common violations of the West Lafayette Housing-Property Maintenance Code (BOCA, 1978) as adopted by Ordinance 20-78 (Chapter 6, West Lafayette City Code). This checklist is not a comprehensive list of all code provisions and requirements applicable in the City of West Lafayette.

**(Multi-family – Common Areas)**  
**Inspection Checklist For Rental Properties**  
**City Of West Lafayette, IN**

Date: \_\_\_\_\_  
Inspector Name: \_\_\_\_\_  
Property address: \_\_\_\_\_  
Type of Property: \_\_\_\_\_  
Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**Yard:**

- ☐ Grass, shrubs, trees maintained to code
  - ☐ Accessory structures maintained to code
  - ☐ No illegal vehicles or illegal parking
  - ☐ No rubbish or garbage
  - ☐ Have garbage containers with covers
- \_\_\_\_\_
- \_\_\_\_\_

**Building Exterior:**

- ☐ Roof waterproof & maintained
  - ☐ Walls, foundations, chimney maintained
  - ☐ Porches solid & maintained
  - ☐ Guardrails on porches over 30" high
  - ☐ Handrails if 4 or more steps
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fire Protection: ( as applicable)**

- ☐ Smoke detectors properly installed and operable
  - ☐ Sprinklers installed properly and operable
  - ☐ Adequate egress
  - ☐ Self closing exit doors
  - ☐ Central fire alarm system properly installed and operable
  - ☐ Adequate exit lighting
  - ☐ Fire alarm report from independent agency
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Laundry: (if applicable)**

- ☐ Proper dryer vent to exterior with cover
  - ☐ Gas shut-off valve, capped if unused
- \_\_\_\_\_
- \_\_\_\_\_

**Stairways: (if applicable)**

- ☐ Handrails if 4 or more steps
  - ☐ Lighted correctly
  - ☐ Steps stable, unbroken & of adequate strength
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This is a checklist of common violations of the West Lafayette Housing-Property Maintenance Code (BOCA, 1978) as adopted by Ordinance 20-78 (Chapter 6, West Lafayette City Code). This checklist is not a comprehensive list of all code provisions and requirements applicable in the City of West Lafayette.